Abstract

There is an increasing order in digitized technology. This increasing order requires high qualitative document management system which can be used in secure fashion especially for organization with different branches and different location. In this paper we propose a qualitative document management framework which could be used for most organization with little adaptation based on organization nature. The proposed framework provides the necessary options for creating an effective document management system such as access, modify, search, retrieve and index of files. The proposed framework consists of several phases which are connected together in a sequential fashion and cannot be separate. Also it ensures reliability and quality if it is used in a proper way. If any organization used the proposed framework in creating its own document management system, the end product will be suitable for organization and guaranteed to satisfy users requirement since they are included in the development process. On the other hand, if the organization has its own document management system it will not be a difficult task to adapt the system in order to make it more sufficient and suitable for the organization needs. The stages involved in creating the proposed framework are very consistence; each stage has its own characteristics and merits. The requirements of each stage must be achieved precisely to reach success in your work.